

2003

**ATHENS CLARKE COUNTY LIBRARY BOARD  
MINUTES  
January 14, 2003**

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Mr. Prokasy, Chairman. Present were Ms. Abercrombie, Ms. DeJoy, Mr. Dendy, Ms. Dunn, Mr. Eberhard, Ms. Hartle, Mr. Heyl, Ms. Kohl, Ms. Lane, Mr. Mokler, Mr. Ruffin, Mr. Timmons and Ms. Williams. Ms. Bell arrived late and Ms. Pope was excused. Staff representatives included Mrs. Ames, Mr. Carter, Ms. Ferrelle, Ms. Simonds and Mrs. Blake who recorded the minutes.

Mr. Prokasy welcomed everyone and all members introduced themselves.

The minutes from the meeting of October 15, 2002, were approved as mailed on a motion and second from Mr. Timmons and Mr. Eberhard.

Ms. Simonds presented the financial report. We are halfway through the year so both revenues and expenditures should be at 50%. Revenues are a little under at 48% and expenditures also under at 47%. The expense items which are over budget are Equipment Repair and Maintenance, Travel, Advertising, Printing and Cleaning (we had the carpet shampooed and the windows washed for the first time). There has been an additional 2% reduction in the State Grant for Materials. The SPLOST section of the report shows the total amount spent on the Resource Centers.

There were no members of the public present. The agenda was unanimously adopted on a motion and second from Mr. Dendy and Mr. Mokler.

Staff Report - Ben Carter of the Young Adult area told the board about two programs that have been successful with teens. Wild Card Wednesday features games - this is not literacy based, but does engage the young people in the library. The Afterhours at the Library program is a quarterly program featuring poetry and a coffeehouse type atmosphere. Only 11% of all libraries have a separate Young Adult department so having one here is a positive and the number of programs offered has doubled so far this fiscal year.

Committee reports followed:

**Friends of the Library** - Mrs. Firestone was not present to give this report.

**Winterville** - Mrs. Ames met with the library board. There is no leadership and it was suggested that the board merge with the Friends of the Library board and leave a representative on this board. The City of Winterville has increased its support by \$2000.

**Endowment** - Stacey Ferrelle reported that the final Sharon McCrumb fund raiser total revenues was \$5,035.45. It was more a friend raiser than a fund raiser but they are gearing up for a new campaign under Todd Emily the new president

**PR-** Mr. Eberhard suggested having an open house, breakfast event for the new commissioners. Mrs. Ames noted that the Mayor wanted to coordinate this and that we've given her some suggested dates and times. Mr. Eberhard wants to meet about a SPLOST plan to gather ideas for the 2004 proposal. By fall he wants to have a cost out for projects that are on hold now such as the coffeeshop, addition to the building, east side branch and others that have been mentioned previously.

**Book Action Committee** - Ann Dunn reported that the movie, *Ghost Dog*, had been reviewed and the committee voted to retain it. The other item will be brought up under new business.

**Building and Grounds** - Mr. Mokler noted that the committee met after the October board meeting and the painting that had been offered as a donation has been sold so the issue became moot.

#### Director's Report

Mrs. Ames said excitement is building about the Grand Openings of the two resource centers and progress is being made in getting them up and running. The T1 line is being installed and the library has applied to CDBG for funding for staffing. Mrs. Ames announced some staff changes. Julie Walker will be leaving to become the PINES Program Director and Katherine Gregory has already left to work at the help desk at PINES. The Friends of the Library bid on and won the contents of a bookstore by paying the back taxes to Athens-Clarke County. Mrs. Ames noted that the Patriot Act had been invoked at the library last week by someone using our GATES lab computers. Legislative Day is Feb. 15 and the most important item is to lobby for the Materials grant. Last year the grant was at 60 cents per capita but has now been reduced to 44 cents per capita. Let Pam know if you can attend and she will register you.

#### Unfinished Business-none

#### New Business

**FY04 Budget** - The Finance Committee met in December and discussed where they wanted to go with the proposed budget. They decided they wanted to continue last year's goals which were to: 1) target raises for paraprofessional positions, 2) start addressing the gap between state and locally paid librarians. They propose a 6% budget increase to cover the improvements noted. If the library must suffer an 8% reduction (\$104,000), some staff would have to be let go, other positions frozen and hours reduced. The Finance Committee's budget proposal was unanimously approved on a motion and second from Mr. Ruffin and Mr. Dendy.



Page Three  
Athens-Clarke County Library Board  
January 14, 2003

**Appoint Regional Library Board Representative** - Mr. Heyl was nominated to permanently fill this position by acclamation.

**Video Complaint** -the Materials Complaint Committee was split on the retention of the video, *The Wedding Banquet*, and asked the entire board to review and vote on the complaint. This is a foreign film and is not rated. After much discussion and a look at our policy, Mr. Dendy moved to deny the request to remove it from the shelf since it currently fits our policy and Ms. DeJoy provided a second. Mr. Eberhard, Ms. Kohl and Mr. Heyl voted no and the other members of the board present voted yes. The motion passed 13-3. Mr. Timmons moved that the policy committee meet to look at the policy regarding non-rated films. Mr. Ruffin provided a second and the motion was unanimously approved.

**Appoint Board Committees** - The board committees were appointed by Mr. Prokasy as distributed. Fran Lane agreed to be the Friends of the Library liaison.

There being no further business, the meeting was adjourned on a motion and second from Mr. Heyl and Mr. Mokler at 5:45 PM.

  
Kathryn S. Ames, Secretary

**Minutes**  
**Athens Regional Library Board**  
**January 16, 2003**

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Wayne Miller, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Mr. Eberhard, Mr. Heyl, and Mr. Ruffin; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram, Mrs. Murray and Mr. Moak; from Oconee County were Ms. Dunham, Ms. Smith, and Mr. Billings; and from Oglethorpe County were Mr. Shapiro, and Mrs. Drewry. Mr. Downs was absent. Mrs. Ames, Mrs. Simonds, Ms. Chandler, Ms. Driver and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the October 17, 2002, meeting were approved as corrected on a motion and second from Mr. Eberhard and Ms. Smith. No members of the public were present. The agenda was adopted on a motion and second by Mr. Prokasy and Mr. Heyl with the addition under new business of Recognition of Volunteers.

Financial Report - Mrs. Simonds presented the attached financial report. Revenues are nearly 50% of the total so we are in good shape. Grand Total is 45% which is a little under but this amount fluctuates because of the different fiscal years the funding agencies operate under. Expenditures: Debt Collect, Postage, Travel and Supplies all show over budget, but overall we are at 49% of Expenditures with the Grand Total at 47% which is okay.

Staff Report - Stacey Chandler, Special Needs Library Manager, gave a report on the Keystone Library Automation System (KLAS), a new computer circulation system being installed which is supposed to provide faster service. 40 libraries have switched to this system and everyone seems satisfied. Feb. 10-13 our system will go live on KLAS. Ms. Chandler passed out the January newsletter, business card, information sheet and noted that she has now visited all libraries. In the 21 counties we serve there are 181 deposits(at schools, nursing homes, etc.) and 1,400 individual patrons. In Clarke County there are 249 patrons - 222 are individuals, in Franklin 65 patrons, Madison -54, Oconee -53, and Oglethorpe -34.

Regional Reports

**Franklin County:** Mr. Mathis reported they will receive an increase in their budget from two funding agencies which means that the hours at Lavonia-Carnegie can be increased. The Branch Manager there is back full time. The roof is fixed in Lavonia. Both managers have reported they've had unauthorized people using the phones.

**Madison County:** Mr. Ingram noted that use statistics were down a little this quarter but compared to last year they are up over 100% in most categories. Mr. Moak reported that the Friends have



new officers. The FOL gave the library \$6,000, of which \$1,500 was earmarked for books on tape.

**Oglethorpe County:** Ms. Drewry reported that their board had not yet met. The nominating committee will present news officers - Mr. Downs in going off the board which means he will no longer serve on this board either. The County will adjust the rest of the payments due us since they've been overpaying since the beginning of the fiscal year. The library has a new laminator and is looking into a music collection. Mrs. Ames noted that the Athens-Clarke County Endowment had earmarked \$5000 for a classical CD collection and that it costs a lot to catalog and there are security issues. Responding to a question about why it is taking so long to get gift books cataloged, Mrs. Ames said that for the last 3 week our Technical Services has been shut down because PINES is adding a new library system. It will happen again in April when another library comes online.

**Athens-Clarke County:** Mr. Prokasy reported that Jim Heyl has been permanently appointed to the regional board. The Grand Opening for two resource centers located in community centers in Athens was in November. The board had to prepare an 8% budget cut scenario. We are proposing to close Friday and Sunday if it comes to this to keep the quality of service high. The Young Adult programs are very active right now. There was a Materials Complaint on a foreign film video which the board voted not to remove from the shelf. However, the Policy Committee is going to take a look at the policy vis a vis, non-rated films.

**Oconee County:** Ms. Smith said the FOL Family Fun Day was a success and that the Friends had a booth at the Watkinsville Fall Festival. The Friends also gave a dinner at Christmas for staff at both libraries. The sheriff's substation is up and running in Bogart now. Watkinsville is doing some new computer classes - Galileo and Using the Computer From Your Home. There has been good utilization of the meeting rooms. The Children's librarian has left but her replacement is now on board. There has been a proposal made about the new high school and public library sharing space in the new building. The board has started to work on the budget. At this point, they haven't decided if there will be salary increases but Bogart needs to be staffed out of the budget rather than from a donation. Ms. Smith also mentioned that Mitchell Swan has been called up by his Reserve unit.

#### Director's Report

Mrs. Ames referred the board to her written report. She said the planning process in Oconee has set goals and objectives and now needs to work on performance measures. In Clarke the process is bogged down. She announced some staff changes. Julie Walker ill be the Director of PINES March 1. Judy Atwood is now the Branch Consultant. The City of Winterville has increased its

Page Three  
Athens Regional Library Board  
January 16, 2003

budget considerably. The Athens-Clarke County FOL matched \$2800 from the library and got 15,000 books by bidding on and paying the back taxes on a book store's contents. The Patriot Act was invoked in Clarke County because of a threat from one of our computers. Last week we submitted two LSTA grants for \$25,000 each. Tomorrow we will submit two more for Spanish cultural immersion and statewide PR campaign. At this point the Governor's budget is 11% lower for next year and there are rumors that there may be another 2% cut this year. Legislative Day is February 13.

#### Old Business

**LSTA BARRIER FREE GRANT** - we have received this grant and have ordered automatic doors for Oglethorpe, Royston and Madison County libraries.

**Repair Grant Applications** - Money for this is in the supplemental budget and at this point we don't know if it will be there when the budget is passed. If it does, the grants, like last year's require a 50/50 state/local match.

#### New Business

**Approve GASB 34 Threshold** - Mrs. Blake explained the new law requiring all assets to be on the financial books and asked that the board set \$5,000 as the value threshold for those assets. This was unanimously approved on a motion and second from Mr. Ruffin and Mrs. Shaprio.

**Elect Board Treasurer** - Mr. Eberhard was nominated by Mr. Prokasy with a second from Ms. Drewry and elected by acclamation.

**Constitution and Bylaws** - Article II of the Bylaws - Officers of the Board needs to be amended in light of the election which just occurred. Mrs. Murray suggested eliminating the line "The Treasurer shall be appointed or re-appointed annually by the Regional Board." This amendment will be sent out for the April meeting.

**Recognition for Volunteers** - Mr. Miller asked that we institute some form of special recognition for long term volunteers including board members. He asked Mrs. Ames to put together a committee of staff to recommend something to the board. Presently we present books to the library and give a certificate honoring the individual.

There being no other business, the meeting was adjourned at 4:40.

  
Kathryn S. Ames, Secretary



ATHENS CLARKE COUNTY LIBRARY BOARD  
MINUTES  
April 8, 2003

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:01 by Mr. Prokasy, Chairman. Present were Ms. Abercrombie, Ms. Bell, Ms. DeJoy, Mr. Dendy, Ms. Dunn, Mr. Eberhard, Ms. Kohl, Ms. Lane, Ms. Pope, Mr. Timmons and Ms. Williams. Ms. Hartle, Mr. Mokler, and Mr. Ruffin, were excused. Mr. Heyl was absent. Staff included Mrs. Ames, Ms. Auwarter, Ms. Simonds, and Mrs. Blake who recorded the minutes.

The minutes from the meeting of January 14, 2003, were approved as mailed on a motion and second from Mr. Eberhard and Ms. Abercrombie.

Ms. Simonds presented the financial report. At three-quarters of the way through the year, revenues are a little under at 70% because fines and fees are low and expenditures are also under at 71%. There are expense items which are over budget but because we are under overall we should have a little money left at year end. The board may be asked to amend any budget items which are over by 10% such as Printing and Publicity.

There were no members of the public present. The agenda was unanimously adopted on a motion and second from Mrs. Lane and Ms. Williams.

Staff Report - Clare Auwarter attended the recent Director's Meeting and presented a report. First she gave a legislative update on the state budget which was still not set and noted that the FY03 budget is using CNI population numbers instead of OPB(they are lower in most cases than actual population). The e-rate person at GLPS found \$1 million that BellSouth had overcharged the department. Because of that money being put back into our budgets - for this year our reduction was set at 51.3%. She also gave a filtering update - the state is testing Smartfilters which we could use at no charge. Finally, she reported on the speakers about the U.S. Patriot Act.

Committee reports followed:

**Friends of the Library** - The book sale made \$14,200. Friends are most appreciative of the trustees who volunteered. Mrs. Ames reported on the rare book finds amongst the donated materials. Mr. Dendy mentioned that the newspaper might be interested in this story. The Friends are talking about have a second sale during Family Fun day right before school starts.

**Winterville** - Ms. Bell said that at a March 10 meeting the idea of merging with their FOL was discussed. They are trying to keep their board intact and have 2 new members to be voted on by the City Council tonight. Bylaws are being changed so they will meet quarterly like this board. The Friends donated \$500 for new fiction to the library.



**Endowment** - Stitching Stars was a joint endeavor with the Friends and included a free program here in the morning for children and paid programming in the evening. Mrs. Ames invited the board to read the written report included and mentioned that the next round of fundraising will begin soon.

**PR-** Ms. DeJoy reported that the committee hadn't met. Their goal of working with the newspaper to find another advertising sponsor is ongoing. The new Commissioners and Mayor did come for a tour of the library and seemed attentive and sensitive to our issues.

**Book Action Committee** - no report.

**Building and Grounds** - no report.

**Ad Hoc SPLOST** - This committee met and has developed a form to gather ideas for consideration for the next SPLOST presentation. The deadline is July 1 before the next meeting.

#### Director's Report

Mrs. Ames referred the board to her written report. She said the state has divided the libraries into two groups to discuss the future and that they need to hear how expensive it is to run a regional system. She is afraid they are leaning toward block grant funding which might not give us as much money per system. We do have additional funding for the Vacation Reading Club-a \$275 grant for each library in the system. We are partnering with Leisure Services so the kids at camp will use the library this summer. This week is National Library Week. Mr. Eberhard raised the email/Open Records Act question since it appears this new technology is now included in the Act. Staff needs to understand that they are writing for the public. Mr. Dendy was checking to see if UGA has a written policy we could use.

#### Unfinished Business

Strategic Plan Draft - was to have been in place. Mrs. Ames will mail and hopefully be ready for vote at the next meeting.

#### New Business

##### Policy Issues -

1. Film Rating - the Policies Committee recommended that the children's videos be put in the front of the AV section; that they be clearly labeled for children; and that a film ratings poster as designated by the Motion Picture Association be prominently displayed. Mrs. Kohl seconded the motion. Mr. Eberhard questioned how we were deciding what are movies for children. After some discussion the question was called. Mr. Eberhard voted no. Those voting yes were Mr. Prokasy, Ms. Abercrombie, Ms. Bell, Ms. DeJoy, Mr. Dendy, Ms. Dunn, Ms. Kohl, Ms. Pope, Mr. Timmons and Ms. Williams. The motion passed
2. CD Music Replacement Costs - The Endowment has spent \$15,000

Page Three  
Athens-Clarke County Library Board  
April 8, 2003

to provide a collection. PINES has set fines but we need to have a cost for replacement and ability to fine those who put CD's into the bookdrops. Also the board needs to decide whether to limit CD circulation to Athens only or to allow circulation within our region. Mr. Eberhard moved to add to Fines and Fees CD case replacement cost of \$1.00 and Full replacement price for a damaged CD with Ms. Abercrombie providing a second. The motion passed unanimously. Mr. Dendy moved to allow distribution of CD's systemwide with Mr. Timmons providing a second. The motion passed unanimously.

There followed some discussion of whether to and how to approach the Athens-Clarke County School board for funding. The Commissioners had raised this question at the budget presentation. It was decided that a committee of Messrs. Prokasy, Eberhard and Timmons along with staff would come up with ideas for specific projects which the school board might fund.

There being no further business, the meeting was adjourned on a motion and second from Ms. Abercrombie and Mr. Eberhard at 5:16 PM.

  
Kathryn S. Ames, Secretary



**Minutes**  
**Athens Regional Library Board**  
**April 17, 2003**

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Wayne Miller, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Mr. Eberhard, Mr. Heyl, and Mr. Ruffin, who arrived late; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram, Mrs. Murray and Mr. Moak; from Oconee County was Ms. Smith; and from Oglethorpe County were Mr. Shapiro and Mr. Jones. Mr. Billings, Mr. Downs and Mrs. Drewry were excused. Ms. Dunham was absent. Mrs. Ames, Mrs. Simonds, Ms. Auwarter and Mrs. Blake, who recorded the minutes, were present from the library staff.

Mr. Greg Jones from Oglethorpe County was introduced. He will be replacing Mr. Downs on this board.

The minutes from the January 16, 2003, meeting were approved as mailed. No members of the public were present. The agenda was adopted on a motion and second by Mr. Shapiro and Mr. Eberhard after moving Postage under new business up to after the presentation of the financial report.

Financial Report - Mrs. Simonds presented the attached financial report which is a change from the draft which was mailed. Revenues are nearly 74% of the total. Interest is posted at the end of the fiscal year and state monies are electronically received. Fees are down - both video and out of region which are not collected anymore with PINES. Expenditures are at 76% overall. The bookmobile schedule has been cut 40% although we still have low income day care centers and some homebound patrons.

Postage - Mrs. Simonds explained the results of the survey on the written report and her recommendation of a debit card for branch use for postage only. Some discussion followed regarding limits on the debit cards and Mrs. Simonds was asked to come back with a definite proposal at the July meeting.

Staff Report - Clare Auwarter attended the recent Director's Meeting and presented a report. First she gave a legislative update on the state budget which was still not set and noted that the FY03 budget is using CNI population numbers instead of OPB(they are lower in most cases than actual population). The Summer Reading Club theme is "Books Ahoy" and every library in our system has secured a \$275 mini grant for programming. The state is testing Smartfilters which we could use at no charge for filtering. Finally, she reported on the speakers about the U.S. Patriot Act. Our branch personnel have been told what to do about Patriot Act inquiries but additional training will be conducted. Mr. Shapiro asked if our computers need to have a notice saying that their email is not private.

#### Regional Reports

**Athens-Clarke County:** Mr. Prokasy reported the Friends had a successful book sale and may have another one later. The Mayor and new Commissioners came and took a tour of the library and had an information session. The Library Director is in the process of developing a strategic plan. The board dealt with a couple of policy issues one regarding non-rated films. The Board has decided to meet in the future with the Athens-Clarke County School Board toward joint funding projects.

**Franklin County:** Mr. Mathis said there are new hours at Lavonia and that is going over well. The Lavonia book sale was successful. There is a volunteer there willing to start a Friends group again. Royston is gearing up for Family Place and will have a book sale soon.

**Oglethorpe County:** Mr. Shapiro noted the resignation of a board member and the loss of Wingate Downs both on their board and this one because his term has expired and he can't be reappointed. They do have 8 or 9 applications to replace both. Their budget is due and they will ask for the same amount as last year. A leaky roof is being dealt with as well as an air conditioner problem. Greg Jones said their Friends went into a slump and is trying to reorganize.

**Oconee County:** Ms. Smith reported that the Planning Commission worked on goals and the strategic plan at the board meeting. The new children's librarian has resigned but there were 39 applicants for the job. Grassroots Arts and Family Place are being worked on - in fact Family Place starts today in Watkinsville. The budget proposal to Oconee Commission was presented and they both asked for an increase and also for SPLOST proposals. The Friends have had two authors come and speak.

**Madison County:** Mr. Ingram noted that they haven't started funding discussions yet. Children's programming and computer use are up. Family Place will begin in September in Madison. Black History Month was a big boost for the library as a special effort was made to register more black patrons. The big concern is for the health of Sara Carter, one of the library's employee's. The Constitution and Bylaws have been amended and passed.

#### Director's Report

Mrs. Ames referred the board to her written report. She said the state is hosting focus groups about the future of public libraries in Georgia. If you have any suggestions, please let her know. She will be going to Boston in May to participate in a PLA Staffing for Results workshop.

#### Old Business

**Constitution and Bylaws** - Mr. Ruffin and Mr. Shapiro moved and seconded that the sentence regarding the Treasurer's election be deleted from the Bylaws. The motion passed unanimously.



**Volunteer Recognition** - A summary is attached. The recommendation is to continue with the certificate and place books in honor of the person in the home library.

**Mission of the Athens Regional Library System** - The mission is a good descriptor of the services and if budgets must be cut a place to look for where those cuts might come. Mr. Ingram questioned the "consulting" part and was told they included salaries for herself, Judy Atwood and Youth Services personnel.

New Business

**Budget Rebate** - the proposal attached outlining the reallocation of the rebate amount was accepted unanimously on a motion and second from Mr. Eberhard and Mr. Ingram. The population numbers used were CNI not OPB.

**Policies**

**Fines and Fees** - addition of CD charges unanimously passed on a motion and second from Mr. Shapiro and Mrs. Murray.

**Circulation** - CD system wide circulation passed unanimously on a motion and second from Mr. Shapiro and Ms. Smith.

**Meeting Rooms** - there was discussion about Friends organizations and their use of rooms and it was agreed that this policy needed more work before voting.

**Fax Machine** - this segment of the policy was unanimously deleted on a motion and second from Mr. Eberhard and Mr. Shapiro.

Mrs. Ames reported to the board that she had signed an agreement on their behalf that the Georgia Public Library Service will apply for the e-rate.

There being no other business, the meeting was adjourned at 5:02.

  
Kathryn S. Ames, Secretary

Athens-Clarke County Library  
Executive Board Meeting  
May 6, 2003

Present: William Prokasy, Judith DeJoy, Gene Ruffin(arrived late), John Timmons, Corwin Mokler, and Kathryn Ames, Mamie Simonds and Pam Blake from the library staff. Wally Eberhard was out of town.

Mr. Prokasy opened discussion about the budget at 4:05. Mamie Simonds presented several options for the board to look at as she has projected a \$50,000 surplus for FY03 because of employee vacancies. This could be used in the FY04 budget to give all employees a 2% raise as other direct agency county employees are receiving.

It was agreed that option 3 is a conservative way to go, allowing some flexibility and that this option would fulfill the expectations of the Commission in our contract with them.

There followed discussion about how to let the county know what the library has decided to do internally with the coming year's budget because of the small increase they had given us. Chairman Prokasy will write a letter outlining the board's concerns about the future of library funding if the library remains a secondary agency and asking to meet with the Commission or designated members to discuss the impact restructuring could have. Library staff were asked to compile statistics of comparable libraries both in Georgia and in other university towns to find out the level of commitment from various funding agencies in those communities. The entire board will meet when a document is ready for discussion prior to meeting with the Commission.

The meeting adjourned at 5:25.



ATHENS CLARKE COUNTY LIBRARY BOARD  
MINUTES  
July 8, 2003

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Mr. Prokasy, Chairman. Present were Ms. Abercrombie, Ms. DeJoy, Mr. Dendy, Ms. Dunn, Mr. Eberhard, Ms. Hartle, Mr. Heyl, Ms. Kohl, Ms. Lane, Mr. Mokler, Mr. Timmons and Ms. Williams. Mr. Ruffin and Ms. Pope were excused. Ms. Bell was absent. Staff included Mrs. Ames, Ms. Plaksin, Ms. Simonds, and Mrs. Blake who recorded the minutes.

The minutes from the meeting of April 8, 2003, were approved as mailed on a motion and second from Ms. Kohl and Ms. Hartel.

There were no members of the public present. The agenda was unanimously adopted on a motion and second from Mr. Eberhard and Mrs. Lane.

Ms. Simonds presented the financial report. At year end, we have received 94% of all revenues. As as been reported all year, Fines and Fees were down. We are also at 94% of Expenditures. Ms. Simonds took questions about individual expenditure items. Benefits show an overage because of frozen positions. Ms. Simonds explained the extra M & O funds, the state grants and SPLOST. The Georgia Department of Audits requires us to amend any expenditure categories in the budget which are over or under a 10% variance. The FY03 Budget was amended as presented on a motion and second from Mr. Timmons and Mr. Mokler.

Staff Report - Sue Plaksin reported on the state's filtering system. The Supreme Court on June 23 upheld a lower court's decision on CIPA and we must filter pornography or lose Federal funding. She gave a recommendation from Computer Operations about what groups and areas to filter through Smartfilter which is the product the state is giving us free. It is more sophisticated than CyberPatrol which we've been using. Nothing is perfect and we won't be eliminating pornography - just blocking most of it. She presented the pros and cons of going to Smartfilter. Ms. Abercrombie moved to accept the recommendations knowing that further fine-tuning will be ahead with Ms. Dunn providing a second. The motion passed unanimously. Mr. Timmons asked that at the next meeting we report the number of people who've challenged this checklist and suggested we do a news release about what's we're doing.

Committee reports followed:

**Friends of the Library** -Ms. Lane reported that the Friends had voted to spend \$10,000 to buy a second self check-out unit. There will be a staffed checkout unit. They spent \$1350 on new recording equipment and August 2 from 10-1 is Family Fun Day. October 18 is Café au Libris. Friends helped gather information for the library by handing out the Patron Satisfaction Survey.

Page Two  
Athens-Clarke County Library Board  
July 8, 2003

There has been no report on the disposition of the rare books found at the booksale.

**Winterville** -Mrs. Ames report that they did not have a quorum for a board meeting.

**Endowment** - There is \$550,000 in the Endowment. George and Charlotte Marshall have just made a \$25,000 donation. We are having a new plate wall made to accommodate new donors. September 14 is the special event to honor LaGrange DuPree and name and library's CD collection in her name.

**PR-** Ms. DeJoy reported that the committee hadn't met.

**Book Action Committee** - no report.

**Building and Grounds** - no report.

**Ad Hoc SPLOST** - Mr. Eberhard reported that a call for ideas was part of the library survey and there were more than 100 responses. He moved that the board consider the recommendations presented in his report. Mr. Dendy seconded the motion and the vote was unanimous.

#### Director's Report

Mrs. Ames reported that a Space Needs Assessment will be done before the next meeting in conjunction with the SPLOST recommendations. She also reported there is a new change in the law that might require us to pay 17 1/2/hour part-time workers health insurance. The employer's share would be 13.1% and would count toward 12 employees in Athens and 10 across the region. We have asked for a ruling because we simply cannot afford to fund this. All of our statistics are up this year - see attachments. There is a lot of outreach in the Spanish community going on right now.

#### Unfinished Business

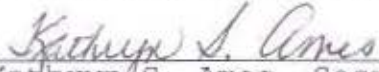
Long Range Plan - each team in the library has contributed to this. There are some duplications but this document is a start. What is missing is strategy. Please send your responses to Mrs. Ames.

The contract with the Athens-Clarke County Government was approved unanimously upon a motion and second from Mr. Heyl and Ms. Abercrombie.

#### New Business

SPLOST projects were discussed and voted on under committee reports.

There being no further business, the meeting was adjourned on a motion and second from Ms. Dunn and Mr. Mokler at 5:13 PM.

  
Kathryn S. Ames, Secretary



**ATHENS REGIONAL LIBRARY**  
**Summary of July 17, 2003 Meeting**

Meeting was called to order by Chair, Wayne Miller. Present were Ms. Gothard, Ms. Murray, Mr. Moak, Mr. Ingram, Mr. Shapiro, Mr. Jones, Ms. Drewry, Ms. Smith, Mr. Billings, Mr. Eberhard, Mr. Ruffin, and Mr. Prokasy. Ms. Dunham, and Mr. Mathis were excused. Mr. Heyl was absent.

The minutes of April 17, 2003 were approved as mailed and the agenda was adopted as printed..

The financial report was given for information by Ms. Simonds. The FY03 final budget was amended to fall within the 10% variable on each line item as required by the Georgia Department of Audits. The Regional FY04 budget was approved as were the FY04 State M&O, Special Needs, and Materials budgets. Ms. Simonds reported that use of the debit card for postage seems to be working well with no problems.

Sue Plaksin presented the request for a new Computer Use Policy in light of the U.S. Patriot Act and security issues. The policy is primarily the same except for the addition of #4 and #5 which address these items. The policy was passed as amended. The Internet Use policy is also undergoing scrutiny in light of recent Supreme Court Ruling and CIPA. A revised policy will be available at the October meeting. The board did unanimously vote to change the age limits on the use of computers to define a minor as "under 18" instead of 16 years old.

Regional Reports followed from each county.

Mrs. Ames presented her Director's Report in written form and presented information about FY05 capital needs(construction).

There were no items under Old Business.

New Business.

The proposed change in the Fines and Fees Policy adding a charge of \$5.00/page for international faxes was unanimously approved.

Mr. Miller appointed a nominating committee to bring a slate of new officers to the October meeting.

Mr. Miller proposed new Board Committee assignments which were approved.

The FY04 Athens-Clarke County Government contract with the Athens-Clarke County Library was ratified by the board.

The meeting was adjourned at 5:02.

**Minutes**  
**Athens Regional Library Board**  
**July 17, 2003**

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Wayne Miller, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Mr. Eberhard, and Mr. Ruffin; from Franklin County was Ms. Gothard; from Madison County were Mr. Ingram, Mrs. Murray and Mr. Moak; from Oconee County were Mr. Billings and Ms. Smith; and from Oglethorpe County were Mrs. Drewry, Mr. Shapiro and Mr. Jones. Ms. Dunham and Mr. Mathis were excused. Mr. Heyl was absent. Mrs. Ames, Mrs. Simonds, Ms. Plaksin and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the April 17, 2003, meeting were approved as mailed. No members of the public were present. The agenda was adopted by acclamation.

Financial Report - Mrs. Simonds presented the attached financial report. All funding agencies have paid what is due. That explains the 99.52% of revenue received. We saved some on the operating repairs of the bookmobile, but overall we're at 99% of expenditures as well. The FY03 final budget was presented and needs to be amended to be within 10% of each line item. This was unanimously approved on a motion and second from Mr. Shapiro and Mr. Prokasy. The Regional FY04 budget proposal was explained and shows 40.27cents per capita in State materials. The board requested that Grant Funds be shown on the financial report and that they receive it prior to the board meeting for review. Everything but insurance stayed the same as last year's budget. Mr. Shapiro and Mr. Prokasy made the motion and second to approve the FY04 regional budget and the vote was unanimous. The M&O budget was presented for approval. The motion was made by Mr. Eberhard with a second from Mr. Shapiro and the budget was unanimously approved. The Special Needs budget was unanimously approved on a motion and second from Mr. Prokasy and Mr. Ruffin. Ms. Murray and Mrs. Shapiro made the motion and second to accept the Materials budget with 40.26 cents per capita allocated to each branch. The motion was unanimously approved. The debit card is working well in the branches for paying for postage. There have been no unauthorized purchases and the branch managers seem to like it. The individual daily limits were lowered as the board requested and it seems we have a secure system in place.

Staff Report - Sue Plaksin asked if there were any questions about the new filtering system that had been presented at each local board. She then presented the Computer Use Policy which needed revision in light of the U.S. Patriot Act. After some discussion, the policy was unanimously accepted as amended on a motion and second from Mr. Shapiro and Ms. Smith.



The board discussed the Internet Use policy. CIPA has required us to look at our policy and a big change will be including the Georgia Code definition of a minor and what is pornography. The only thing we need to implement immediately is a change from 16 to 18 years old to define a minor. This was done on a motion and second from Mr. Eberhard and Mr. Shapiro.

#### Regional Reports

**Franklin County:** Mr. Miller reported that the board had not yet met. Several people were reappointed to the board. The Summer Reading Program is going well and Lavonia had just received first place in a city beautification project thanks to Ms. Gothard.

**Oglethorpe County:** Ms. Drewry said that two new members have been added to the board. The Friends are having a booksale and had just purchased a digital camera. The Summer Reading program is very successful. Volunteers have been helping this summer. The school system is delaying the opening of school due to construction problems so the library is offering more programs and extending the Summer Reading program.

**Athens-Clarke County:** Mr. Prokasy reported that the filtering discussion occupied a large part of the board meeting. The Friends voted to fund a \$10,000 self check-out unit. The Endowment has received a significant gift from George and Charlotte Marshall. The SPLOST committee has some recommendations and the Strategic Plan is in process of development.

**Madison County:** Mr. Ingram noted that all the statistics are up over last year and last quarter. They've had a lot of books donated. The Summer Reading Program is going well. They started with two volunteers and now have 13. Mr. Moak reporting for the Friends said they had been at both Colbert and Hull festivals and sold some of the donated books.

**The Oconee County:** Ms. Smith reported their board has not met yet either. They have hired a new children's librarian. The Summer Reading Program is very successful. Many local business donated prizes and they have big numbers. The Friends had a Scholastic Book Fair. Circulation is way up there too. Staff is also working on a strategic plan in Oconee.

#### Director's Report

Mrs. Ames referred the board to her written report. She particularly pointed out the statistics comparison from FY02. She mentioned the information in the board packet about construction. There may be SPLOST packages in Oconee, Athens and perhaps Lavonia. There is a Special Needs Center report from Stacey Chandler attached.

#### Old Business

None

Page Three  
Athens Regional Library Board  
July 17, 2003

New Business

**Policy** - The International Fax fee was unanimously instituted on a motion and second from Ms. Drewry and Mr. Shapiro.

A question was raised to find out from PINES if we can issue a visitor's card to someone just in the area for a short time.

**Nominating Committee** - Mr. Miller appointed Mr. Eberhard, Mr. Ingram and Linda Smith to find a President, Vice President and Treasurer and to present the slate at the October meeting. New Officers will assume their duties in January.

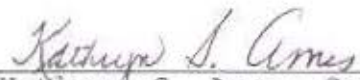
**Reappoint Committees** - Mr. Miller noted that we had neglected to do this previously. He asked Mr. Eberhard as Treasurer to be on the Finance Committee along with Ms. Drewry as Chair and Ms. Dunham. For the Personnel Committee: Mr. Ruffin, Chair, Mr. Shapiro, Ms. Smith and Mr. Mathis; Policy Issues: Mr. Prokasy, Chair, Mr. Jones, Ms. Murray and Ms. Smith; Publicity Committee, Mr. Eberhard, Chair, Mr. Billings, Mr. Moak and Ms. Gothard. Mr. Prokasy and Mr. Shapiro moved to accept the appointment and the motion passed unanimously.

**Director's Evaluation:** Mr. Miller reported that the Executive Board had met and evaluated the director. Ms. Ames provided a list of accomplishments for the year and the committee reviewed them. He asked the newly appointed Personnel Committee to find a process for this evaluation for the board to use.

**Ratify Funding Contract:** The Funding Contract with the Athens-Clarke County Government for FY04 was unanimously ratified on a motion and second from Mr. Prokasy and Mr. Eberhard. Mr. Miller noted he had signed it prior to July 1.

Mrs. Ames told the board they would be receiving a special invitation for an event on September 14 to honor Mrs. DuPree, long-time chair of this and the Athens board.

There being no other business, the meeting was adjourned at 5:02.

  
Kathryn S. Ames, Secretary



**Athens-Clarke County Library  
Executive Board Meeting  
August 28, 2003**

Present: William Prokasy, Wally Eberhard and Kathryn Ames, Mamie Simonds and Pam Blake from the library staff.

The board met to plan a strategy to ensure the continuation of SPLOST funding for the library materials budget. Mrs. Ames and Mrs. Simonds explained that \$100,000 had been requested per year for materials over the life of the SPLOST program plus \$60,000 for the resource centers. It ends up less than that because of the percentage taken out of each SPLOST project to pay the Project Manager. We have systematically been unable to receive written communication from Jeff Prine about what was actually spent on the Resource Centers. We have asked for it in print, and by phone and this information has not been made available.

Since unification there have been no acquisition funds provided in the operating budget, therefore, we've had to rely for books/materials funding in SPLOST projects and were encouraged to do so by the County Managers. There was discussion of several questions which were raised at the Commission hearing on August 26. Mr. Prokasy will write a letter to the Commission detailing all of the information we have about the amounts we've been authorized to spend and asking the Commission to continue to provide funding for the resource centers and will hand deliver them.

Athens Regional Library Board  
Personnel Committee Meeting  
September 22, 2003

Present: Gene Ruffin, Linda Smith, Logan Mathis, Howard Shapiro, Kathryn Ames and Pam Blake to record the minutes

The goal of the meeting is to establish a standardized procedure and to come up with an instrument to use for the board to evaluate the director. There are not instructions from the state. The director needs feedback from the board and this is a good place to start. The meeting began with a suggestion from Chair, Gene Ruffin, that the Executive Evaluation Kit material was his preference of material to use for an evaluation instrument.

After discussion, the Committee's plan of action is to use the Executive Evaluation Kit and the CSRA as the favorite instruments. The committee should add, delete or compile their own lists of questions and send to Mr. Ruffin's email with a copy to Pam Blake. A copy of the director's job description was provided and Mr. Ruffin suggested that if a consensus could be reached electronically it won't be necessary to meet again.

Kathryn Ames, Secretary



**ATHENS CLARKE COUNTY LIBRARY BOARD**  
**MINUTES**  
**October 14, 2003**

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:03 by Mr. Prokasy, Chairman. Present were Ms. Abercrombie, Ms. DeJoy, Mr. Dendy, Ms. Dunn, Mr. Eberhard, Ms. Hartle, Mr. Heyl, Ms. Kohl, Ms. Lane, Mr. Mokler, Ms. Pope, Mr. Ruffin, Mr. Timmons and Ms. Williams. Ms. Bell was excused. Staff included Mrs. Ames, Mrs. Hartel, Ms. Ferrelle, Ms. Simonds, and Mrs. Blake who recorded the minutes.

The minutes from the meeting of July 8, 2003, were approved as mailed on a motion and second from Mr. Ruffin and Mr. Dendy.

Ms. Simonds presented the financial report. At the end of the first quarter, we have received 24.14% of revenues. We are also at 24.59% of expenditures. Wages and benefits were right on target. Several categories have not expended any dollars yet. We are over budget in cleaning services, but should be okay as the county will clean the carpet for us after January. Revenues from e-rate have not been reimbursed yet. In the State grants - the 2.5% reduction is shown. We are not running with a lot of reserve. Mrs. Ames announced that the auditors left with only one finding - that of fixed assets. Ms. Simonds has cleared all the others up.

There were no members of the public present. The agenda was unanimously adopted as amended on a motion and second from Mrs. Lane and Mr. Timmons.

**Staff Report** - Ms. Hartel gave her usage statistics from the previous fiscal year. There were 94 programs for Young Adults. This fall some of the programs offered are the Coffeehouse for teens after-hours, the Junior Great Books discussion for home-schoolers and Wild Card Wednesday. They hope to begin a chess club. The Hispanic outreach is very exciting. 15 staff members are learning Spanish (a grant made this possible) and we've received a grant from Reading America.

**Committee reports followed:**

**Friends of the Library** - Ms. Lane reported that October 18 is Café au Libris. The Family Fun Day in August was a wonderful success. The annual Friends meeting was held in conjunction with a Live at the Library concert which the Friends sponsor.

**Winterville** - Mrs. Ames made the report that the budget had been increased by \$2,000 to \$10,000 by the City Council. The Friends will raffle a series of gift baskets. They have applied for a grant. Courtney Bell, our library trustee, is running for City Council.

**Endowment** - There is \$550,000 in the Endowment. There are new plate wall holders to honor donors. The event to honor LaGrange DuPree sold out and raised over \$4,000 toward the CD collection which was named in her honor.

**PR** - Ms. DeJoy reported that the committee hadn't had a formal meeting. However she did note that WGAU has a new radio show and from 9-10 AM on Fridays library events/personnel will be featured. She also mentioned that it is time for the PR committee to input into the five year plan.

**Building and Grounds** - Mr. Mokler reported about the construction at the middle school next door. City ordinances will require a detention pond which may solve some of the water problems in our parking lot. The Committee will meet soon to discuss vending machines.

**AD Hoc SPLOST** - Mr. Eberhard reported that this was on hold until the long range plan was ready.

**Book Action Committee** - Reported a complaint about an audio book which the committee decided to move from children's to the adult collection.

The filters have not been turned on yet. Atlanta will turn them on October 24 so we have no idea how many requests we'll have.

This committee will meet to look at the Filter on Lifestyles as requested by Mr. Eberhard.

**Director's Report**

Mrs. Ames reported that the Special Needs Center changes were presented as a "done deal" by the State at a recent meeting. There was no vote on it. Thirteen systems have a Talking Book Center. GPLS is moving toward a central distributing center and will have our 3.75 FT employees (and those in other systems) be outreach centers - with direct personal contacts as the emphasis. Mrs. Ames doesn't think this is the most cost efficient method and suggested that we need to let our users know about the change and see if they have suggestions.

Mrs. Ames also mentioned the discrepancy between what we thought we had received from Commission SPLOST vote and what has been published in the minutes. According to the minutes we have \$124,000 for this year, but only \$30,000 for next year. Mr. Prokasy suggested he write a letter from the board asking for reconsideration of this misunderstanding.

**Unfinished Business**

Long Range Plan - Several board members had suggestions for changes in the Executive Summary, adding data into the plan, funding for materials and emphasizing space needs. The goal is to be completely finished by the end of the year.

Space Needs Assessment - consultant will have an outline by the end of the week and we will need to discuss this as part of the called meeting.

**New Business**

Discussion of what is a public forum. There are four different kinds of forum and Mrs. Ames has asked for a draft we could follow to outline what course we will choose to follow.

Officer Nomination - Ms. DeJoy, Chair, Mr. Ruffin and Mr. Eberhard will serve as nominating committee and will present a slate.

Books in honor of Mr. Dendy, Mr. Eberhard, and Mr. Ruffin were presented as they are rotating off the board after 10 years of service.

There being no further business, the meeting was adjourned on a motion and second from Ms. Dunn and Mr. Mokler at 5:26 PM.

*Kathryn S. Ames*  
Kathryn S. Ames, Secretary



**Minutes  
Athens Regional Library Board  
October 16, 2003**

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Wayne Miller, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Mr. Eberhard, and Mr. Ruffin; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram and Mr. Moak; from Oconee County was Ms. Smith; and from Oglethorpe County were Mrs. Drewry, Mr. Shapiro and Mr. Jones. Mrs. Murray and Mr. Heyl were excused. Mr. Billings and Ms. Dunham were absent. Mrs. Ames, Mrs. Atwood, Mrs. Auwarter, Mrs. Driver, Mrs. Firestone, Mrs. Plaksin, Mrs. Simonds, and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the July 17, 2003, meeting were approved as mailed. No members of the public were present. The agenda was adopted as printed.

**Financial Report** - Mrs. Simonds presented the attached financial report. The revenues are at 24.85% which is on target for the first quarter. Interest will be posted at the end of the fiscal year. The Materials grant includes a 2.5% reduction. She explained the reduction form. We are required to keep salaries and benefits the same. Under Expenditures, Debt Collect is lower as we haven't used for two years. We will keep an eye on postage and will get some reimbursement from PINES. Some categories have no expenditures yet, but we are within 2-3% of the 25% where we should be.

**Staff Report** - Mrs. Ames led the board through a forced choice exercise on where to make cuts approximating \$50,000 in the M & O budget. (see attached forms). Mrs. Blake presented insurance; Mrs. Simonds, business office and accounting, Mrs. Atwood presented Outreach services; Mrs. Firestone, the Vacation Reading Program, Mrs. Plaksin, Computer Operations, Mrs. Driver, Debt Collect and Mrs. Auwarter, an assessment and recommendation for Cataloging and Acquisitions. The board was asked to prioritize their two choices of where to maintain services.

**Regional Reports**

**Athens-Clarke County:** Mr. Prokasy reported SPLOST funds are \$60,000 less than we thought we'd have which will show up next year in fewer new fiction acquisitions. Long Range Planning is underway and along with this an Ad Hoc Committee has come up with ideas for where we need additional services and space. This will be completed by the end of the calendar year.

**Madison County:** Mr. Ingram noted that Mrs. Murray was ill. The board has just elected new officers with Mr. Moak, Chair; Ms. Booth, Vice-Chair; and Ms. Richardson, Secretary. The Friends are having a book sale right now and are helping the branch manager, Ms. DeGrasse get started on her MLS.

**Franklin County:** Mr. Mathis reported that there is a new board member, Jack Slaton. The nominating committee will present a slate in January. There was a \$640 donation from the Lavonia Women's Club.

**Oglethorpe County:** Ms. Drewry said their board had not yet met. Greg Jones reported that their Friends group had started a book sale today.

**The Oconee County:** Ms. Smith reported their board has not met yet either. At their July meeting they tweaked the long range plan. There was a Young Adult program on practical money management. The staff got 5% increases and funds for an extra person in Bogart in their new budget. There were a large number of children enrolled in the Vacation Reading Program and Wal-Mart has made a large donation toward that program. The Friends have a new slate of officers. Family Fun day is October 18 and will feature storytelling in both English and Spanish.

Director's Report

Mrs. Ames referred the board to her written report. She touched on the Special Needs Center problem. We have 4 staff members and 35 volunteers who presently mail out/receive the books. More than likely there will be a central distribution center instead and locally the focus will be more on outreach into the 21 counties. Perhaps we could merge with our homebound services.

The Mexican Consulate General came by this library for a visit and offered to facilitate cultural exchanges.

Old Business

Director's Evaluation - Mr. Ruffin presented a model of a policy and evaluation form to use as a more formal tool to evaluate the director. Mr. Eberhard asked if anyone inside the library would receive it especially department heads. The answer was no. The board was asked to review the models and come back prepared to adopt in January. A blank evaluation form will be mailed to the board prior to the January meeting when Mrs. Ames will make her presentation. The board perhaps needs to go into executive session before the report is given.

Nominating Committee - no report because all board members terms expire. Mrs. Smith, Chair; Mr. Ingram and Mr. Shapiro will have a slate as soon as we are sure who is on the regional board, probably in April.

New Business

2.5% Budget Reduction for FY04. This has been handled internally by moving personnel.

Generator for the Bookmobile - The question was posed about whether or not to replace in light of budget crunch. There is money in computer maintenance and a bookmobile replacement fund with \$15,000 in it. Mr. Shapiro moved to replace the generator with a second from Mr. Moak allowing Mrs. Ames to utilize funds from where she deems best. The motion passed unanimously.

Mr. Miller presented books in honor of Mr. Ruffin and Mr. Eberhard who are rotating off the board.

There being no other business, the meeting was adjourned at 5:40.

  
Kathryn S. Ames, Secretary



Athens-Clarke County Library  
Called Board Meeting  
December 3, 2003

Present: Mr. Prokasy, Chair, Ms. DeJoy, Ms., Dunn, Mr. Eberhard, Ms. Hartle, Ms. Kohl, Ms. Lane, Mr. Mokler, Mr. Ruffin and Ms. Williams. Excused were Ms. Abercrombie, Mr. Dendy and Ms. Pope. Absent were Ms. Bell and Mr. Heyl. Library staff were Kathryn Ames and Pam Blake who recorded the minutes.

The meeting was called to order at 3:02 to begin discussion on the Ad Hoc SPLOST Committee's recommendations and the Space Needs Assessment. The main issues raised in both documents were rehab, renovation, and repair to existing floors, walls, furniture and equipment, the need for larger meeting rooms and more/different computer spaces.

After some discussion, the board decided the "sequencing" of a renovation was very important in determining both cost and change of building design, although all agreed it was important to keep the design integrity of the original building. It was decided that we will need an architect to get valid prices to take to the SPLOST committee when it is appointed by the county.

At this point Mr. Eberhard brought up the alternative of a branch library to take the pressure for more space away from this building. He noted that a number of people asked for a branch library and provided a handout showing the projected population growth of Clarke County. Mrs. Ames mentioned that annual operating costs would be the first question the county would ask if we suggest a new building. We have to be staff efficient. There is already a building program ready to go for a 1500 sq. ft. branch library developed for the last SPLOST. It was mutually agreed that collaboration with an existing county building would be the best possibility if a branch were the way to proceed. This would be similar to the resource centers at Lay Park and East Athens.

Ms. Lane noted that the first thing an architect would ask is what are the most important things to us. The board then identified the following priorities:

1. Safety issues such as the main staircase and ADA issues should be addressed now (mostly space between shelving units in children's area).
2. Rehabbing the floors and wall coverings using low maintenance materials, repair or replacement of furniture and equipment, redesigning any HVAC or electrical circuitry, replacing toilets and sinks with infrared activators for hands free function.
3. Renovating the auditorium, adding more seating, expanding the stage and providing some space to serve as storage and as a "green room."
4. Adding approximately 1500 sq. ft. for a flat floor meeting space, possibly providing soundproof partitions to enable users to divide it into 3 spaces.
5. Centralizing computer areas on both floors.
6. Providing more space for materials and audio-visual items.
7. Adding storage space.
8. Investigating the possibility of in-building book returns.
9. Expanding library store and adding a coffee-shop.
10. Expanding parking.

Ms. Dunn made a motion that Mrs. Ames be authorized to contact an architect to look at this list and to put a price on it. There were seconds by Ms. Kohl and Mr. Ruffin and the motion passed unanimously.

Ms. DeJoy presented the nominating committee's slate for Treasurer to serve in 2004-5. Mr. Mokler was elected by acclamation as there were no nominations from the floor. Ms. DeJoy also announced appointments to the Regional Board for 2004-5. They are Mr. Prokasy (04 only), Fran Lane, Diana Hartle, and John Timmons.

The meeting was adjourned at 4:40 on a motion and second from Mr. Mokler and Mr. Eberhard.

Kathryn S. Ames, Secretary

*Kathryn Ames*

Finance Committee Meeting  
Athens-Clarke County Library Board  
December 22, 2003, 10:00 AM

Present: Corwin Mokler, Chair; Anjanette Williams; Bill Prokasy; Kathryn Ames; Mamie Simonds; and Pam Blake to record minutes. Mr. Timmons was excused.

The proposed FY05 budget shows a 3% salary increase for all staff plus \$49,880 for the 4 targeted locally paid librarians. They will still have a slightly lower salary than the entry state pay scale for librarians. (This was a recommendation from the John Wolfe audit.) The capital asset requests are listed at the bottom of the budget page. Operating expenses are shown as remaining the same. The fines received have been lowered to a more realistic figure. The SPLOST figure shows the materials request of \$90,000.

It was decided that the Materials request needed to be shown as both part of the regular budget and alone as SPLOST with a footnote that this amount will only be needed in either one place or the other.

Mrs. Ames noted that PINES is starting a statewide courier service so postage for next year should decrease dramatically. However, the budget needs to show the same until that service actually is under way.

It was agreed that more money needed to be added to the cleaning services line item so that the carpeted floors could be cleaned more than once, the other floors stripped and waxed and the upholstered furniture cleaned. A footnote should be added that the amount in last year's budget covered only one carpet cleaning.

Our big issue should be salaries. Mr. Prokasy felt it needed to be made very clear that last year the library received \$11,000 while all the rest of county employees got a percentage increase. This was an unintended, but real slap in the face for our employees. It was suggested that a percentage be used to move the 4 targeted positions toward the minimum of the state scale to be equitable regardless of years of experience. It was also suggested that Ms. Simonds figure how much of an increase would be needed to raise everyone making less than \$8.00/hr to that rate.

Some of the information on the comparison charts will be simplified and made more interesting for the budget presentation.

Mr. Mokler asked where "Technology" was in the budget as it is one of the listed goals. Mrs. Ames noted that it is not in this budget except for equipment replacement. She and Dr. McBee have talked and are trying to get us tied into the UGA computer replacement schedule since we all operate under the Board of Regents umbrella.

Since we have to show a budget with a 3% reduction as well it will mean staff layoffs and probably reducing hours as well. There is no other place for approximately \$40,000 to come from except Salaries.

Ms. Simonds will refigure the budget page with the amendments noted by this committee and fax or email to the committee for review. If it looks reasonable, the committee agreed to go with it and present to the board at its January meeting.

The meeting was adjourned at 11:30.